

Below is a tool/calendar for managers to assign certain tasks to employees for available days. Also, the tool/calendar below can be used to set up one on one meetings with employees.

DECEMBER 2010

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	



Productivity begins with Employee Engagement.

For more information on Employee Satisfaction and Engagement, please visit: www.cpms.osd.mil/worklife

